

Tuesday, April 25, 2017
5:00PM

City Hall, Council Chambers
23 N 2nd Street

AGENDA

**COMMISSION
MEMBERS**

BRUCE HETZEL
CHAIRPERSON
TERM EXP. 2020

SCOTT BORCHARDT
TERM EXP. 2017

DALE ARTHUR
TERM EXP. 2019

ALLEN LEITZ
TERM EXP. 2018

BILL PAULSON
TERM EXP. 2021

“WINTER,
SPRING,
SUMMER, FALL...
TOMAHAWK
HAS IT ALL”

- A. **CALL TO ORDER**
- B. **PUBLIC COMMENTS** (During this item on the agenda the Commission listens to oral comments from members of the public on non-agenda items. When speaking please state your name and limit your time to five minutes.)
- C. **MINUTES**
 - 1. March 28, 2017
- D. **CHECKS – 16402 – 16449** in the amount of \$93,279.96
- E. **FINANCIAL REPORT – April 20, 2017**
- F. **NEW BUSINESS**
 - a. Approval of Purchase of 1 Ton Chassis Cab
 - b. Approval of Purchase of Service Body and Plow
 - c. City of Tomahawk Bulk Water Policy “Hydrant Use Policy”
- G. **OLD BUSINESS**
 - a. Swan Avenue Water Lateral Brake
 - b. Water Projects
 - i. Well House No 4 and No 5 Rehab
 - c. Location of Bulk Water Station
 - d. Review of 2017 Waste Water Budget
- H. **DIRECTOR’S REPORT**
- I. **NEXT MEETING DATE(S) – May 30, 2017 at 5:00PM**
- J. **ADJOURN**

Any additions to this agenda will be added to the original posted at City Hall. Any person who has a qualifying disability as defined by the American’s with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Clerk-Treasurer at City Hall, 453-4040, at least three days prior to the meeting so any necessary arrangements can be made to accommodate each request.

PLEASE TURN CELL PHONES ON SILENT DURING MEETINGS

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**MINUTES OF THE
WATER AND SEWER UTILITY COMMISSION
City of Tomahawk
City Council Chambers
March 28, 2017**

7 CALL TO HETZEL called the meeting of the Water and Sewer Utility Commission to order at
8 ORDER 5:00PM.

9
10 ROLL CALL Members present were Scott Borchardt, Bruce Hetzel, Allen Leitz, Dale Arthur, and Bill
11 Paulson.

12
13 Also present was Mayor Steve Taskay, Director of Public Works John Cole, Clerk-
14 Treasurer Amanda Bartz and Deputy Clerk-Treasurer Loretta Wanta.

15
16 PUBLIC HETZEL asked the Mayor to comment on the remark on Facebook from a City resident
17 COMMENTS regarding the disinfecting of City water. Mayor TASKAY stated that he had contacted
18 Brandon Strelow, head of the water department, to clarify how the City water was
19 treated. Clerk BARTZ also commented that the Consumer Confidence Report is on the
20 City of Tomahawk web site and may be viewed at any time.

21
22 MINUTES LEITZ MOVED to approve the February 28, 2017 minutes and BORCHARDT seconded.
23 The VOTE was unanimous.

24
25 CHECKS The Commission reviewed and discussed the checks as presented. Clerk BARTZ
26 explained that some of the checks had odd numbers due to the change over from First
27 Merit to Huntington Bank.

28
29 LEITZ MOVED to approve checks 16360 – 16401, and manual checks 8809501 – 8809513
30 - 8809517 in the amount of \$130,158.11 and ARTHUR seconded. The VOTE was
31 unanimous.

32
33 FINANCIAL Clerk BARTZ reported that a payment of \$170,00 to the Clean Water Fund Loan is due
34 REPORT on May 1, 2017.

35
36 BORCHARDT MOVED to approve the Financial Report as presented and PAULSON
37 seconded. The VOTE was unanimous.

38
39 NEW **1.) 2017 Waste Water Budget**

40 BUSINESS

41 CLERK BARTZ reviewed the revenue section of the budget and stated that she budgets
42 on the conservative side for revenues. The Commission reviewed the Capital Projects
43 items included in the 2017 Budget.

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LEITZ MOVED to approve the 2017 Waste Water Budget and ARTHUR seconded. The VOTE was unanimous.

OLD
BUSINESS

1.) Swan Avenue Water Lateral Break

There was nothing new to report on the Swan Avenue Water Lateral Break.

2.) Water Projects

Well House No. 4 and No. 5 Rehab

COLE stated that the piping for the chemicals has been installed. ARTHUR stated that the caustic soda is added to keep the PH balance and that the fluoride is mandated by the State.

3.) Water/Sewer Main Repair Policy

HETZEL MOVED to approve the Water/Sewer Main Repair Policy as presented and LEITZ seconded. The VOTE was unanimous.

DIRECTOR'S
REPORT

COLE reported there is nothing new on the water tower lease. He reported that the sale of Lot 3 will not be happening at this time and the curb stop will not be installed until the lot is sold.

Cole stated that the Park & Recreation Committee met and that the Water park will be undesignated as a park.

HETZEL questioned why the water used by Kwik Trip had not been metered. Both COLE and Clerk BARTZ were unaware of the concern and will be looking into the water use.

NEXT
MEETING

The Water and Sewer Utility Commission will meet on April 25, 2017 at 5:00PM at City Hall in the Council Chambers.

ADJOURN

LEITZ MOVED to adjourn the meeting of the Water and Sewer Utility Commission and PAULSON seconded. The VOTE was unanimous. The meeting was adjourned at 5:59PM.

Approved: Draft

Clerk/Treasurer, Amanda L. Bartz, CMC

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 3/21/2017 From Account:
Thru: 4/20/2017 Thru Account:

Check Nbr	Check Date	Payee	Amount
16402	3/24/2017	BUSINESS INSURANCE GROUP	2,561.58
16403	3/24/2017	CITY OF TOMAHAWK SOLID WASTE FUND	2,407.09
16404	3/24/2017	DIGGERS HOTLINE	13.93
16405	3/24/2017	FERGUSON WATERWORKS #1476	263.96
16406	3/24/2017	HAWKINS INC	5,267.80
16407	3/24/2017	HYDRITE CHEMICAL CO	6,469.79
16408	3/24/2017	WISCONSIN STATE LAB OF HYGIENE	25.00
16409	3/31/2017	BUSINESS INSURANCE GROUP	855.72
16410	3/31/2017	CITY OF TOMAHAWK	11,185.05
16411	3/31/2017	CITY OF TOMAHAWK SOLID WASTE FUND	4,145.29
16412	3/31/2017	FRONTIER	100.00
16413	3/31/2017	WISCONSIN PUBLIC SERVICE	27.13
16414	4/07/2017	CITY OF TOMAHAWK	15,852.56
16415	4/07/2017	CITY OF TOMAHAWK SOLID WASTE FUND	1,215.21
16416	4/07/2017	FERGUSON WATERWORKS #1476	284.98
16417	4/07/2017	FRONTIER	190.54
16418	4/07/2017	JELINEK, WILLIAM	17.96
16419	4/07/2017	SHELL FLEET PLUS	196.61
16420	4/07/2017	TOMAHAWK ACE HARDWARE	284.92
16421	4/07/2017	TOMAHAWK BUILDER'S SUPPLY CO	17.67
16422	4/07/2017	UNITED STATES POSTAL SERVICE	263.74
16423	4/07/2017	WISCONSIN PUBLIC SERVICE	8,268.63
16424	4/14/2017	CITY OF TOMAHAWK	10,916.91
16425	4/14/2017	CITY OF TOMAHAWK SOLID WASTE FUND	477.81
16426	4/14/2017	EAGLE WASTE & RECYCLING INC.	103.88
16427	4/14/2017	MINNESOTA LIFE	10.76
16428	4/14/2017	SECURITY HEALTH PLAN	7,568.75
16429	4/14/2017	THIEMER, RICHARD	220.66
16430	4/14/2017	VERIZON WIRELESS	240.02
16431	4/14/2017	WISCONSIN DEPARTMENT OF NATURAL RESOURCES	45.00
16432	4/18/2017	CITY OF TOMAHAWK SOLID WASTE FUND	3,564.19
16433	4/20/2017	AUCA CHICAGO MC LOCKBOX	502.35
16434	4/20/2017	BUMPER TO BUMPER TOMAHAWK	139.50

4/20/2017

7:55 AM

Reprint Check Register - Quick Report - ALL

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ACCT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 3/21/2017 From Account:
Thru: 4/20/2017 Thru Account:

Check Nbr	Check Date	Payee	Amount
16435	4/20/2017	CHARTER COMMUNICATIONS	129.80
16436	4/20/2017	DIGGERS HOTLINE	21.89
16437	4/20/2017	EXXON MOBIL	58.39
16438	4/20/2017	FLUID HANDLING INC	2,643.34
16439	4/20/2017	GRAINGER	823.49
16440	4/20/2017	H & S DIESEL TRUCK & TRAILER	47.50
16441	4/20/2017	LOCAL GOVERNMENT INVESTMENT POOL	5,000.00
16442	4/20/2017	NCL OF WISCONSIN INC	81.37
16443	4/20/2017	NORTHERN LAKE SERVICE INC	95.00
16444	4/20/2017	NORTHWOODS LUBE & TIRE	137.49
16445	4/20/2017	NORTHWOODS SUPERIOR CHEMICAL CORP	136.78
16446	4/20/2017	PAUL SANDRY PLUMBING & HEATING INC	200.72
16447	4/20/2017	TOMAHAWK LEADER INC	49.20
16448	4/20/2017	VANDEWEERD, DAVID	100.00
16449	4/20/2017	WISCONSIN STATE LAB OF HYGIENE	50.00
Grand Total			93,279.96

4/20/2017

7:55 AM

Reprint Check Register - Quick Report - ALL

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ACCT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 3/21/2017 From Account:
Thru: 4/20/2017 Thru Account:

Amount

Total Expenditure from Fund # 610 - WATER FUND

60,567.63

Total Expenditure from Fund # 620 - SEWER FUND

32,712.33

Total Expenditure from all Funds

93,279.96

City of Tomahawk

P.O. Box 469, Tomahawk, WI 54487
(715) 453-4040 phone (715) 453-2717 fax
www.cityoftomahawk.com

April 20, 2017

To: Members of the Tomahawk Water and Sewer Utility Commission
From: Clerk-Treasurer Amanda L. Bartz, CMC, WCMC
Subject: Non-Audited Financial Report

Total Treasurer's Cash Last Report March 21, 2017	\$	59,184.79
Credits- Cash Receipts/Transfers	\$	152,029.27
Debits - Checks	\$	(96,279.96)
Total Treasurer's Cash April 20, 2017	\$	114,934.10

1st Merit Saving Account	\$	55,810.83
State Local Government Investment Pool	\$	24,907.13
Total Cash Available	\$	195,652.06

Fund Balances:

Equipment Replacement Fund	\$	336,321.45
Clean Water Debt Fund	\$	178,996.06

Debts:

		Balance
Clean Water Fund - Matures 2035 - Interest 2.363%	\$	3,019,071.97
Next Payment	\$	35,904.76
Date		11/1/2017
S. Tomahawk Ave. - Matures 2022 - Interest 2.250%	\$	123,120.00
Next Payment	\$	1,641.60
Date		10/1/2017
N. 4th St Utilities/River Crossing - Matures 2028 - 1.250%	\$	3,645,000.00
Next Payment	\$	55,909.38
Date		10/1/2017

Total Debt	\$	6,787,191.97
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Due to General Fund from Water	\$	52,144.80
Due to General Fund from Sewer	\$	37,202.65

We, the members of the Tomahawk Water and Sewer Utility Commission, have examined to the extent we feel necessary, and approve the above numbered checks with a value of :

\$ 96,279.96

Fund: 610 - WATER FUND

Account Number		2017 April	2017 Actual 04/20/2017	2017 Budget	Budget Status	% of Budget
610-00-44180-000-000	NON OPERATING RENTAL	0.00	0.00	0.00	0.00	0.00
610-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	0.00	204.73	500.00	-295.27	40.95
610-00-44191-000-000	INTEREST SPECIAL ASSESSMENTS	0.00	0.00	274.77	-274.77	0.00
610-00-44192-000-000	CAPITAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
610-00-44210-000-000	MISC. NON-OPERATING INCOME	0.00	-20.00	0.00	-20.00	0.00
610-00-44290-000-000	AMORTIZATION OF DEBT PREMIUM	0.00	0.00	0.00	0.00	0.00
610-00-44601-000-000	BULK WATER SALES	0.00	600.00	0.00	600.00	0.00
610-00-44611-000-000	RESIDENTIAL WATER	8,686.61	43,420.00	200,000.00	-156,580.00	21.71
610-00-44612-000-000	MULTI FAMILY RESIDENTIAL WATER	69.60	1,289.00	7,000.00	-5,711.00	18.41
610-00-44613-000-000	COMMERCIAL WATER	6,771.20	22,671.76	90,000.00	-67,328.24	25.19
610-00-44615-000-000	INDUSTRIAL WATER	170.00	20,890.15	75,000.00	-54,109.85	27.85
610-00-44617-000-000	PUBLIC AUTHORITY WATER	2,068.30	3,271.70	13,000.00	-9,728.30	25.17
610-00-44619-000-000	INTERDEPARTMENTAL WATER	0.00	0.00	0.00	0.00	0.00
610-00-44620-000-000	PRIVATE FIRE -WATER	570.00	3,060.00	12,000.00	-8,940.00	25.50
610-00-44630-000-000	PUBLIC FIRE PROTECTION	18,301.75	91,508.75	219,621.00	-128,112.25	41.67
610-00-44700-000-000	CUSTOMER FORFEITED PENALTIES	2,010.00	5,823.31	25,000.00	-19,176.69	23.29
610-00-44710-000-000	MISC. SERVICE REVENUE	0.00	0.00	0.00	0.00	0.00
610-00-44720-000-000	WATER TOWER RENT	1,980.00	14,639.56	43,918.68	-29,279.12	33.33
610-00-44740-000-000	MISC. WATER REVENUE	0.00	13.39	500.00	-486.61	2.68
610-00-44741-000-000	RECONNECTS -MISC. SERVICE	40.00	80.00	1,000.00	-920.00	8.00
LICENSES AND PERMITS		40,667.46	207,452.35	687,814.45	-480,362.10	30.16
610-10-49200-000-000	TRANSFER	0.00	0.00	0.00	0.00	0.00
DONATIONS		0.00	0.00	0.00	0.00	0.00
Total Revenues		40,667.46	207,452.35	687,814.45	-480,362.10	30.16

Fund: 610 - WATER FUND

Account Number	2017 April	2017 Actual 04/20/2017	2017 Budget	Budget Status	% of Budget	
610-00-57080-000-000	TAXES	11,073.36	44,573.59	136,242.10	91,668.51	32.72
610-00-57081-000-000	TAXES -FICA	288.31	2,194.02	8,710.84	6,516.82	25.19
610-00-57343-000-000	ASSET:DISTRIBUTION MAINS	0.00	0.00	0.00	0.00	0.00
610-00-57345-000-000	NEW SERVICES	0.00	0.00	0.00	0.00	0.00
610-00-57346-000-000	METERS	0.00	0.00	0.00	0.00	0.00
610-00-57390-000-000	ASSET:STRUCTURES & IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
610-00-57392-000-000	ASSET: TRANSPORTATION EQUIPMNT	0.00	0.00	0.00	0.00	0.00
610-00-57394-000-000	TOOLS,SHOP & GARAGE EQUIP	0.00	0.00	2,000.00	2,000.00	0.00
610-00-57403-000-000	DEPRECIATION	6,017.83	24,071.32	0.00	-24,071.32	0.00
610-00-57404-000-000	CONTRIBUTED DEPREC (NON-OP)	2,567.75	10,271.00	0.00	-10,271.00	0.00
610-00-57427-000-000	PRINCIPAL ON DEBT	0.00	0.00	98,425.00	98,425.00	0.00
610-00-57428-000-000	AMORTIZATION OF DEBT DISCOUNT	0.00	0.00	0.00	0.00	0.00
610-00-57431-000-000	INTEREST ON DEBT	0.00	18,835.56	36,546.96	17,711.40	51.54
610-00-57600-000-000	OPERATING SUPERVISION	2,358.41	12,357.12	51,761.02	39,403.90	23.87
610-00-57602-000-000	SOS MISCELANEOUS SUPPLIES	848.26	3,274.35	6,000.00	2,725.65	54.57
610-00-57605-000-000	MAIN OF WATER SOURCE PLANT	0.00	134.86	500.00	365.14	26.97
610-00-57620-000-000	PUMP EXPENSE - LABOR	62.90	1,536.99	3,343.90	1,806.91	45.96
610-00-57622-000-000	PUMP EXPENSE - FUEL/POWER	1,953.18	5,724.56	23,000.00	17,275.44	24.89
610-00-57623-000-000	PUMP EXPENSE - OTHER EXPENSES	37.78	43.45	2,500.00	2,456.55	1.74
610-00-57625-000-000	PUMP EXPENSE - MAINT OF PLANT	124.35	620.39	3,150.00	2,529.61	19.69
610-00-57630-000-000	WATER TREATMENT - LABOR	23.61	863.76	3,343.90	2,480.14	25.83
610-00-57631-000-000	WATER TREATMENT - CHEMICALS	91.40	17,991.01	25,000.00	7,008.99	71.96
610-00-57640-000-000	TRANS & DIST - LABOR	25.16	518.33	2,675.12	2,156.79	19.38
610-00-57641-000-000	TRANS & DIST - SUPPLIES	0.00	658.12	13,000.00	12,341.88	5.06
610-00-57650-000-000	TRANS & DIST - RES/STAND PIPE	237.65	2,654.76	15,000.00	12,345.24	17.70
610-00-57651-000-000	TRANS & DIST - MAINTENANCE	0.00	23,907.49	45,652.60	21,745.11	52.37
610-00-57652-000-000	TRANS & DIST - MAIN SERVICE	47.22	524.75	7,404.35	6,879.60	7.09
610-00-57653-000-000	TRANS & DIST - MANIT OF METERS	463.43	19,871.16	7,165.50	-12,705.66	277.32
610-00-57654-000-000	TRANS & DIST - HYDRANT MAINT	100.64	2,268.45	6,353.41	4,084.96	35.70
610-00-57655-000-000	TRANS & DIST - MAINT OTHER	0.00	0.00	0.00	0.00	0.00
610-00-57656-000-000	TRANS & DIST - POWER OP EQUIP	0.00	0.00	48,500.00	48,500.00	0.00
610-00-57676-000-000	MAINT OF METERS	0.00	0.00	0.00	0.00	0.00
610-00-57901-000-000	CUST A/C - METER READ LABOR	923.53	3,748.24	10,676.60	6,928.36	35.11
610-00-57902-000-000	CUST A/C - COLLECTION LABOR	2,077.82	8,311.28	24,933.84	16,622.56	33.33
610-00-57903-000-000	CUST A/C - SUPPLIES, BILLING	131.87	336.96	1,400.00	1,063.04	24.07
610-00-57904-000-000	CUST A/C - UNCOLLECTABLE ASSETS	0.00	0.00	0.00	0.00	0.00
610-00-57920-000-000	ADMIN & GEN - LABOR	0.00	486.00	1,080.00	594.00	45.00
610-00-57921-000-000	ADMIN & GEN - SUPPLIES & EXPEN	0.00	385.89	1,500.00	1,114.11	25.73
610-00-57923-000-000	ADMIN & GEN - OUTSIDE SERVICE	317.36	11,102.09	15,000.00	3,897.91	74.01
610-00-57923-001-000	ADMIN & GEN--OUTSIDE SERV	0.00	0.00	0.00	0.00	0.00
610-00-57924-000-000	ADMIN & GEN - INSURANCE	0.00	3,786.71	5,000.00	1,213.29	75.73
610-00-57926-000-000	ADMIN & GEN - EMPLOYEE BENEFIT	4,501.38	30,912.00	69,806.57	38,894.57	44.28
610-00-57928-000-000	ADMIN & GEN - REGULATORY COMM	0.00	0.00	750.00	750.00	0.00
610-00-57930-000-000	ADMIN & GEN--MISC EXPENSES	287.82	2,177.68	6,000.00	3,822.32	36.29
610-00-57930-001-000	ADMIN & GEN - UNCLAIMED PROP	0.00	0.00	0.00	0.00	0.00
610-00-57933-000-000	ADMIN & GEN - TRANSPORTATION	366.31	1,275.55	5,000.00	3,724.45	25.51
=====						
CAPITAL OUTLAY	34,927.33	255,417.44	687,421.71	432,004.27	37.16	
=====						
610-00-59000-000-000	OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
610-00-59200-000-000	INTERFUND TRANSFER	0.00	0.00	0.00	0.00	0.00

Fund: 610 - WATER FUND

Account Number	2017 April	2017 Actual 04/20/2017	2017 Budget	Budget Status	% of Budget
OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
Total Expenses	34,927.33	255,417.44	687,421.71	432,004.27	37.16
Net Totals	5,740.13	-47,965.09	392.74	48,357.83	-12212.94

Fund: 620 - SEWER FUND

Account Number		2017 April	2017 Actual 04/20/2017	2017 Budget	Budget Status	% of Budget
620-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	0.00	725.49	1,000.00	-274.51	72.55
620-00-44191-000-000	INTEREST SPECIAL ASSESSMENTS	0.00	0.00	520.42	-520.42	0.00
620-00-44192-000-000	CAPITAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
620-00-44210-000-000	MISC. NON-OPERATING INCOME	0.00	0.00	0.00	0.00	0.00
620-00-44210-001-000	MISC. NON-OPERATING INCOME	100.00	125.00	0.00	125.00	0.00
620-00-44290-000-000	AMORTIZATION OF DEBT PREMIUM	0.00	0.00	0.00	0.00	0.00
620-00-44320-000-000	INTEREST CHARGED TO CONST	0.00	0.00	0.00	0.00	0.00
LICENSES AND PERMITS		100.00	850.49	1,520.42	-669.93	55.94
620-00-46211-000-000	FLAT RESIDENTIAL SEWER	0.00	345.66	1,100.00	-754.34	31.42
620-00-46221-000-000	METERED RESIDENTIAL SEWER	34,522.94	141,587.29	550,000.00	-408,412.71	25.74
620-00-46221-001-000	METERED MULTI FAM RES SEWER	233.13	4,978.89	25,000.00	-20,021.11	19.92
620-00-46222-000-000	METERED COMMERCIAL SEWER	23,898.27	71,612.18	275,000.00	-203,387.82	26.04
620-00-46223-000-000	METERED INDUSTRIAL SEWER	380.42	55,009.34	140,000.00	-84,990.66	39.29
620-00-46224-000-000	METERED PUBLIC AUTHORITY	6,990.35	11,184.29	40,000.00	-28,815.71	27.96
620-00-46226-000-000	Leachate Treatment	0.00	0.00	0.00	0.00	0.00
620-00-46230-000-000	BOD CHARGES - HARLEY DAVIDSON	0.00	0.00	0.00	0.00	0.00
620-00-46310-000-000	PENALTIES	0.00	0.00	0.00	0.00	0.00
620-00-46320-000-000	SERVICING CUSTOMER LATERALS	0.00	0.00	0.00	0.00	0.00
620-00-46350-000-000	MISC. OPERATING REVENUE	0.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES		66,025.11	284,717.65	1,031,100.00	-746,382.35	27.61
620-10-49200-000-000	TRANSFER	0.00	0.00	0.00	0.00	0.00
620-10-49200-001-000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
DONATIONS		0.00	0.00	0.00	0.00	0.00
Total Revenues		66,125.11	285,568.14	1,032,620.42	-747,052.28	27.65

Fund: 620 - SEWER FUND

Account Number		2017	2017	2017	Budget Status	% of Budget
		April	Actual 04/20/2017	Budget		
620-00-59080-000-000	TAXES	0.00	0.00	0.00	0.00	0.00
620-00-59081-000-000	TAXES -FICA	402.30	3,230.03	14,962.35	11,732.32	21.59
620-00-59200-000-000	INTERFUND TRANSFER	0.00	0.00	0.00	0.00	0.00
620-00-59313-000-000	COLLECTING MAINS & ACCESSORIES	0.00	0.00	0.00	0.00	0.00
620-00-59379-000-000	ASSET: GEN EQUIP. LAB, COMMUNI	0.00	0.00	0.00	0.00	0.00
620-00-59403-000-000	DEPRECIATION	16,118.74	64,474.96	0.00	-64,474.96	0.00
620-00-59427-000-000	PRINCIPAL ON DEBT	0.00	0.00	336,341.76	336,341.76	0.00
620-00-59431-000-000	INTEREST ON DEBT	37,399.72	79,521.64	155,265.88	75,744.24	51.22
620-00-59432-000-000	AMORTIZATION OF DEBT DISCOUNT	0.00	0.00	0.00	0.00	0.00
620-00-59820-000-000	OPERATION SUPERVISION & LABOR	4,301.30	34,153.79	158,614.20	124,460.41	21.53
620-00-59821-000-000	POWER & FUEL FOR PUMPING	6,315.45	17,851.82	65,000.00	47,148.18	27.46
620-00-59825-000-000	SLUDGE CONDITIONING CHEMICALS	0.00	2,114.16	6,500.00	4,385.84	32.53
620-00-59826-000-000	OTHER CHEMICALS-SEWAGE	0.00	0.00	0.00	0.00	0.00
620-00-59827-000-000	OTHER OPERATING SUPPLIES	256.88	898.97	5,500.00	4,601.03	16.34
620-00-59828-000-000	OPERATION-TRANSPORTATION	162.39	596.76	12,500.00	11,903.24	4.77
620-00-59831-000-000	MAINT SEWAGE COLLECTIONS	93.20	698.84	5,000.00	4,301.16	13.98
620-00-59832-000-000	MAINT COLLECTION SYSTEM PUMP	0.00	7,132.81	20,000.00	12,867.19	35.66
620-00-59833-000-000	MAINT TREATMENT/DISPOSAL PLANT	3,380.85	9,582.29	20,000.00	10,417.71	47.91
620-00-59833-001-000	MAINT TREATMENT/DISPOSAL PLANT	0.00	0.00	0.00	0.00	0.00
620-00-59834-000-000	MAINT GENERAL PLANT STRUCTURE	0.00	0.00	9,000.00	9,000.00	0.00
620-00-59834-001-000	MAINT GENERAL PLANT STRUCTURE	0.00	0.00	0.00	0.00	0.00
620-00-59835-000-000	MAINT OF METERS	301.92	1,823.72	7,398.00	5,574.28	24.65
620-00-59840-000-000	BILLING, COLLECTING & ACCTG	2,833.25	11,142.48	34,000.00	22,857.52	32.77
620-00-59842-000-000	METER READING	923.53	3,016.49	10,727.10	7,710.61	28.12
620-00-59850-000-000	ADMIN & GENERAL SALARIES	0.00	486.00	13,915.00	13,429.00	3.49
620-00-59851-000-000	OFFICE SUPPLIES & EXPENSES	314.47	1,668.56	10,000.00	8,331.44	16.69
620-00-59852-000-000	OUTSIDE SERVICES EMPLOYED	0.00	3,016.72	5,000.00	1,983.28	60.33
620-00-59852-001-000	OUTSD SERV.-TEST/SLUDGE HAUL	95.00	514.27	60,000.00	59,485.73	0.86
620-00-59852-002-000	OUTSD SERV.-PHOSPHOROUS	0.00	0.00	0.00	0.00	0.00
620-00-59853-000-000	INSURANCE EXPENSE	0.00	3,786.71	7,500.00	3,713.29	50.49
620-00-59854-000-000	EMPLOYEE PENSIONS & BENEFITS	3,729.24	27,445.83	66,726.06	39,280.23	41.13
620-00-59855-000-000	REGULATORY COMMISSION	0.00	0.00	0.00	0.00	0.00
620-00-59856-000-000	MISC. GENERAL EXPENSE	248.88	1,131.86	5,000.00	3,868.14	22.64
OTHER FINANCING USES		76,877.12	274,288.71	1,028,950.35	754,661.64	26.66
Total Expenses		76,877.12	274,288.71	1,028,950.35	754,661.64	26.66
Net Totals		-10,752.01	11,279.43	3,670.07	-7,609.36	307.34

Fund: 620 - SEWER FUND

Account Number		2017 April	2017 Actual 04/20/2017	2017 Budget	Budget Status	% of Budget
620-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	0.00	725.49	1,000.00	-274.51	72.55
620-00-44191-000-000	INTEREST SPECIAL ASSESSMENTS	0.00	0.00	520.42	-520.42	0.00
620-00-44192-000-000	CAPITAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
620-00-44210-000-000	MISC. NON-OPERATING INCOME	0.00	0.00	0.00	0.00	0.00
620-00-44210-001-000	MISC. NON-OPERATING INCOME	100.00	125.00	0.00	125.00	0.00
620-00-44290-000-000	AMORTIZATION OF DEBT PREMIUM	0.00	0.00	0.00	0.00	0.00
620-00-44320-000-000	INTEREST CHARGED TO CONST	0.00	0.00	0.00	0.00	0.00
LICENSES AND PERMITS		100.00	850.49	1,520.42	-669.93	55.94
620-00-46211-000-000	FLAT RESIDENTIAL SEWER	0.00	345.66	1,100.00	-754.34	31.42
620-00-46221-000-000	METERED RESIDENTIAL SEWER	34,522.94	141,587.29	550,000.00	-408,412.71	25.74
620-00-46221-001-000	METERED MULTI FAM RES SEWER	233.13	4,978.89	25,000.00	-20,021.11	19.92
620-00-46222-000-000	METERED COMMERCIAL SEWER	23,898.27	71,612.18	275,000.00	-203,387.82	26.04
620-00-46223-000-000	METERED INDUSTRIAL SEWER	380.42	55,009.34	140,000.00	-84,990.66	39.29
620-00-46224-000-000	METERED PUBLIC AUTHORITY	6,990.35	11,184.29	40,000.00	-28,815.71	27.96
620-00-46226-000-000	Leachate Treatment	0.00	0.00	0.00	0.00	0.00
620-00-46230-000-000	BOD CHARGES - HARLEY DAVIDSON	0.00	0.00	0.00	0.00	0.00
620-00-46310-000-000	PENALTIES	0.00	0.00	0.00	0.00	0.00
620-00-46320-000-000	SERVICING CUSTOMER LATERALS	0.00	0.00	0.00	0.00	0.00
620-00-46350-000-000	MISC. OPERATING REVENUE	0.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES		66,025.11	284,717.65	1,031,100.00	-746,382.35	27.61
620-10-49200-000-000	TRANSFER	0.00	0.00	0.00	0.00	0.00
620-10-49200-001-000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
DONATIONS		0.00	0.00	0.00	0.00	0.00
Total Revenues		66,125.11	285,568.14	1,032,620.42	-747,052.28	27.65

Fund: 620 - SEWER FUND

Account Number		2017	2017	2017	Budget Status	% of Budget
		April	Actual 04/20/2017	Budget		
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620-00-59081-000-000	TAXES -FICA	402.30	3,230.03	14,962.35	11,732.32	21.59
620-00-59200-000-000	INTERFUND TRANSFER	0.00	0.00	0.00	0.00	0.00
620-00-59313-000-000	COLLECTING MAINS & ACCESSORIES	0.00	0.00	0.00	0.00	0.00
620-00-59379-000-000	ASSET: GEN EQUIP. LAB, COMMUNI	0.00	0.00	0.00	0.00	0.00
620-00-59403-000-000	DEPRECIATION	16,118.74	64,474.96	0.00	-64,474.96	0.00
620-00-59427-000-000	PRINCIPAL ON DEBT	0.00	0.00	336,341.76	336,341.76	0.00
620-00-59431-000-000	INTEREST ON DEBT	37,399.72	79,521.64	155,265.88	75,744.24	51.22
620-00-59432-000-000	AMORTIZATION OF DEBT DISCOUNT	0.00	0.00	0.00	0.00	0.00
620-00-59820-000-000	OPERATION SUPERVISION & LABOR	4,301.30	34,153.79	158,614.20	124,460.41	21.53
620-00-59821-000-000	POWER & FUEL FOR PUMPING	6,315.45	17,851.82	65,000.00	47,148.18	27.46
620-00-59825-000-000	SLUDGE CONDITIONING CHEMICALS	0.00	2,114.16	6,500.00	4,385.84	32.53
620-00-59826-000-000	OTHER CHEMICALS-SEWAGE	0.00	0.00	0.00	0.00	0.00
620-00-59827-000-000	OTHER OPERATING SUPPLIES	256.88	898.97	5,500.00	4,601.03	16.34
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620-00-59833-000-000	MAINT TREATMENT/DISPOSAL PLANT	3,380.85	9,582.29	20,000.00	10,417.71	47.91
620-00-59833-001-000	MAINT TREATMENT/DISPOSAL PLANT	0.00	0.00	0.00	0.00	0.00
620-00-59834-000-000	MAINT GENERAL PLANT STRUCTURE	0.00	0.00	9,000.00	9,000.00	0.00
620-00-59834-001-000	MAINT GENERAL PLANT STRUCTURE	0.00	0.00	0.00	0.00	0.00
620-00-59835-000-000	MAINT OF METERS	301.92	1,823.72	7,398.00	5,574.28	24.65
620-00-59840-000-000	BILLING, COLLECTING & ACCTG	2,833.25	11,142.48	34,000.00	22,857.52	32.77
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620-00-59850-000-000	ADMIN & GENERAL SALARIES	0.00	486.00	13,915.00	13,429.00	3.49
620-00-59851-000-000	OFFICE SUPPLIES & EXPENSES	314.47	1,668.56	10,000.00	8,331.44	16.69
620-00-59852-000-000	OUTSIDE SERVICES EMPLOYED	0.00	3,016.72	5,000.00	1,983.28	60.33
620-00-59852-001-000	OUTSD SERV.-TEST/SLUDGE HAUL	95.00	514.27	60,000.00	59,485.73	0.86
620-00-59852-002-000	OUTSD SERV.-PHOSPHOROUS	0.00	0.00	0.00	0.00	0.00
620-00-59853-000-000	INSURANCE EXPENSE	0.00	3,786.71	7,500.00	3,713.29	50.49
620-00-59854-000-000	EMPLOYEE PENSIONS & BENEFITS	3,729.24	27,445.83	66,726.06	39,280.23	41.13
620-00-59855-000-000	REGULATORY COMMISSION	0.00	0.00	0.00	0.00	0.00
620-00-59856-000-000	MISC. GENERAL EXPENSE	248.88	1,131.86	5,000.00	3,868.14	22.64
OTHER FINANCING USES		76,877.12	274,288.71	1,028,950.35	754,661.64	26.66
Total Expenses		76,877.12	274,288.71	1,028,950.35	754,661.64	26.66
Net Totals		-10,752.01	11,279.43	3,670.07	-7,609.36	307.34

To: Sewer and Water Commission

From: John Cole, Director of Public Works

Re: 1 Ton Chassis Cab recommendation

Date: 4/7/17

Background:

During the 2017 budget process, the Sewer and Water Board approved \$48,000.00 for the Water Dept. to purchase a new truck. A "RFP" was put together and we received four proposals. 3 of the proposals were for the 1 Ton Chassis Cab only and one proposal was for the Chassis Cab and service body/plow.

Analysis:

The following is a list of the proposals received:

- | | |
|------------------------------|-------------|
| 1) Breaman Merrill Ford: | \$29,100.00 |
| 2) Blackhawk Motors (Dodge): | \$25,987.00 |
| 3) Heritage Chevrolet : | \$29,044.00 |
| 4) Scaffidi Ford: | \$43,780.00 |

Recommendation:

Blackhawk Motors was the low bid at a price of \$25,987.00. I recommend awarding the 1 Ton Chassis Cab to Blackhawk Motors for \$25,987.00, as this is well within the \$48,000.00 budgeted.

To: Water and Sewer Commission

From: John Cole, Director of Public Works

Re: Service Body/Plow recommendation

Date: 4/7/17

Background:

During the 2017 budget process, the Sewer and Water Board approved \$48,000.00 for the Water Dept. to purchase a new Service Body/Plow. A "RFP" was put together and we received 2 proposals. Both of the proposals were for a "blue" service box (painted to match truck) and 9'2" Boss V-XT snow plow.

Analysis:

The following is a list of the proposals received:

- | | |
|---------------------------|-------------|
| 1) Blackhawk Motors | \$18,457.00 |
| 2) Monroe Truck Equipment | \$18,414.00 |

Recommendation:

Monroe Truck Equipment was the low bid at a price of \$18,414.00. I recommend awarding the Service Body/Plow to Monroe Truck Equipment for a price of \$18,414.00, as this is well within the \$48,000.00 budgeted.

Footnote:

Completed Truck price of \$44,401.00

CITY OF TOMAHAWK BULK WATER POLICY

“Hydrant Use Policy”

The City of Tomahawk is required by the Public Service Commission (PSC) to enforce the proper use of all fire hydrants throughout the water distribution system. Each hydrant is a potential entry point for contaminants into our drinking water. Contamination to the system may easily occur if back flow or back-siphonage conditions occur in the drinking water system. This may happen anytime that water is removed from the system in large quantities at high velocities. This is not only a public health concern, but a threat to system security, as well. Therefore, the general policy of the City of Tomahawk (City) is to restrict the use of fire hydrants only to the City maintenance employees and Fire Department personnel for fire-fighting purposes. Only under special conditions will the City allow others to use a hydrant in the system (see long term construction use below in item 2b). Contractors in need of bulk water in the City service area are required to contact the City of Tomahawk Clerk’s Office prior to withdrawing water from the system. Failure to adhere to this policy is a violation of State Law and is considered water theft. The violation is punishable by fine and/or incarceration and the City will not refrain from enforcing this policy. The first time offense will result in a penalty of not less than \$20.00 nor more than \$500.00.

Bulk water sales are:

1. Water supplied by tank trucks or from hydrants for the purpose of extinguishing fires outside the utility’s service area;
2. Water supplied by tank trucks or from hydrants for purposes other than extinguishing fires, such as water used for irrigation of filling swimming pools; or
3. Water supplied from hydrants or other temporary connections of general service type applications, except for service temporarily supplied on an unmetered basis where the utility cannot immediately install a meter used for construction purposes.

The City understands that contractors need large quantities of water from time to time for specific jobs (i.e. paving, boring, etc.). Unfortunately, the City cannot provide this service at every location and ensure that our drinking water remains safe. Providing high quality drinking water to our customers is of the utmost importance and takes precedence over providing bulk water to those in need. However, we have established a location in our water system where those that need bulk water may obtain it and not endanger our system. The hydrant is located near the City Garage at 415 W Spirit Avenue and will be permanently equipped with a fire hydrant meter and backflow preventer for your use. You will need a fire hose equipped with a female NST (fire hose thread) coupling to use the meter connection. If you are interested in using these facilities, the following procedures must be adhered to:

1. Application. Visit the Clerk’s Office at 23 N 2nd Street, Tomahawk, WI 54487. You will need to complete an application for bulk water sales. The application must include a valid driver’s license during this process.
2. Fees. The following fees apply to bulk water sales:
 - a. Metered Water Sales. A service charge of \$40.00 and a charge for volume of water shall be billed to the party using the water. The volumetric charge shall be calculated at

\$2.00 per 1,000 cubic feet. In addition, for meters that are assigned to bulk water customers for than 7 days, the quarterly service charge based on meter size (3" meter charge is \$90.00) will apply.

- b. **Unmetered Water Sales:** Unmetered service shall be billed at \$43.60 for a 5/8" meter, \$46.60 for a 3/4" meter or \$53.50 for a 1" meter with an estimated 1,400 cubic feet of water per quarter. If the utility determines that actual usage exceeds 1,400 cubic feet of water per quarter, an additional charge for the estimated excess usage shall be made according to the City of Tomahawk Rate File. (This only applies to a 1-inch or smaller service connection. For customers with a larger service connection, the utility shall install a temporary meter and charges shall be based on the rates set for in City of Tomahawk Rate File.)
3. **Issuance of Permit.** Once you have paid the proper fees to the Clerk's Office, you will be issued a bulk water permit that you must keep in your possession when withdrawing water from our station. City employees can request to see your permit at any time. If you do not have a permit in your possession upon request, your permit will immediately expire or if determined that you have not applied for a permit, a water theft fine will be assessed and you may be subject to further prosecution through the Tomahawk Police Department.
4. **Hydrant Wrench.** If you do not have a proper hydrant wrench, we will issue you one on the first visit. This wrench should only be used at the designated site. Do not use anything but the hydrant wrench on City hydrants or you will lose the privilege of receiving bulk water and you will be charged for the hydrant repair.
5. **Operating the hydrant.** When operating the fire hydrant the following rules apply:
 - a. Always turn the wrench slowly when opening and closing the hydrant to prevent "water-hammer" in the system. If this rule is not followed, the results can be disastrous and you will be held liable for any damages incurred from "water-hammer".
 - b. The hydrant meter is equipped with a gate valve on the downstream side of the hydrant meter for throttling the flow from the hydrant. Do not throttle the hydrant flow at the hydrant operating nut. When using a fire hydrant, the operating nut must be opened completely.
 - c. It is a good idea to shut the gate valve at the meter prior to operating the hydrant nut to prevent the hose from whipping. After each use of the hydrant, turn off hydrant using the operating nut.
6. **Meter readings.** It is your responsibility to keep the meter readings at each filling and your conscience is your guide. Do not attempt to remove our hydrant meter or backflow prevent from the bulk water station. This will be considered theft and treated accordingly.
7. **Damages.** The City retains the right to retain all hydrant use fees received and charge for damages to our facilities.

8. Insurance. All hydrant users must have adequate liability insurance and provide the City with a certificate that list the City as additionally insured. Note: If the City has copy of the certificate on file and the date has not expired an updated certificate will be required.

As stated above, this policy is an effort by the City to provide an additional service to our customers. The program will only work if honesty and proper workmanship prevail on the part of the customer. In an effort to continue this service, we ask that you immediately report any illegal or improper fire hydrant use in our system by calling the Clerk's Office at 715-453-4040. Our water theft fine for contractors/developers is not less than \$20.00 nor more than \$500.00 for the first offence and not less than \$20.00 nor more than \$1,000.00 for each offence thereafter. If the City employees find equipment attached to any hydrant in our service area without prior permission from the City, all equipment will be confiscated and will not be returned to the responsible party until the water theft fine is paid to the City.

My signature below indicates that I have read and understand the City Bulk Water Policy in its entirety. I understand that I am performing this action at my own risk and the City is not responsible for my actions.

I will follow all procedures outlined in this policy and I understand that my failure to do so will result in these privileges being revoked and possibly a fine and criminal charges.

Company Name: _____

Authorized Signature: _____

Title: _____

Printed Name: _____

Date: _____

Fund: 620 - SEWER FUND

Account Number		2017 April	2017 Actual 04/20/2017	2017 Budget	Budget Status	% of Budget
620-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	0.00	725.49	1,000.00	-274.51	72.55
620-00-44191-000-000	INTEREST SPECIAL ASSESSMENTS	0.00	0.00	520.42	-520.42	0.00
620-00-44192-000-000	CAPITAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
620-00-44210-000-000	MISC. NON-OPERATING INCOME	0.00	0.00	0.00	0.00	0.00
620-00-44210-001-000	MISC. NON-OPERATING INCOME	100.00	125.00	0.00	125.00	0.00
620-00-44290-000-000	AMORTIZATION OF DEBT PREMIUM	0.00	0.00	0.00	0.00	0.00
620-00-44320-000-000	INTEREST CHARGED TO CONST	0.00	0.00	0.00	0.00	0.00
LICENSES AND PERMITS		100.00	850.49	1,520.42	-669.93	55.94
620-00-46211-000-000	FLAT RESIDENTIAL SEWER	0.00	345.66	1,100.00	-754.34	31.42
620-00-46221-000-000	METERED RESIDENTIAL SEWER	34,522.94	141,587.29	550,000.00	-408,412.71	25.74
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620-00-46226-000-000	Leachate Treatment	0.00	0.00	0.00	0.00	0.00
620-00-46230-000-000	BOD CHARGES - HARLEY DAVIDSON	0.00	0.00	0.00	0.00	0.00
620-00-46310-000-000	PENALTIES	0.00	0.00	0.00	0.00	0.00
620-00-46320-000-000	SERVICING CUSTOMER LATERALS	0.00	0.00	0.00	0.00	0.00
620-00-46350-000-000	MISC. OPERATING REVENUE	0.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES		66,025.11	284,717.65	1,031,100.00	-746,382.35	27.61
620-10-49200-000-000	TRANSFER	0.00	0.00	0.00	0.00	0.00
620-10-49200-001-000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
DONATIONS		0.00	0.00	0.00	0.00	0.00
Total Revenues		66,125.11	285,568.14	1,032,620.42	-747,052.28	27.65

Fund: 620 - SEWER FUND

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620-00-59200-000-000	INTERFUND TRANSFER	0.00	0.00	0.00	0.00	0.00
620-00-59313-000-000	COLLECTING MAINS & ACCESSORIES	0.00	0.00	0.00	0.00	0.00
620-00-59379-000-000	ASSET: GEN EQUIP. LAB, COMMUNI	0.00	0.00	0.00	0.00	0.00
620-00-59403-000-000	DEPRECIATION	16,118.74	64,474.96	0.00	-64,474.96	0.00
620-00-59427-000-000	PRINCIPAL ON DEBT	0.00	0.00	336,341.76	336,341.76	0.00
620-00-59431-000-000	INTEREST ON DEBT	37,399.72	79,521.64	155,265.88	75,744.24	51.22
620-00-59432-000-000	AMORTIZATION OF DEBT DISCOUNT	0.00	0.00	0.00	0.00	0.00
620-00-59820-000-000	OPERATION SUPERVISION & LABOR	4,301.30	34,153.79	158,614.20	124,460.41	21.53
620-00-59821-000-000	POWER & FUEL FOR PUMPING	6,315.45	17,851.82	65,000.00	47,148.18	27.46
620-00-59825-000-000	SLUDGE CONDITIONING CHEMICALS	0.00	2,114.16	6,500.00	4,385.84	32.53
620-00-59826-000-000	OTHER CHEMICALS-SEWAGE	0.00	0.00	0.00	0.00	0.00
620-00-59827-000-000	OTHER OPERATING SUPPLIES	256.88	898.97	5,500.00	4,601.03	16.34
620-00-59828-000-000	OPERATION-TRANSPORTATION	162.39	596.76	12,500.00	11,903.24	4.77
620-00-59831-000-000	MAINT SEWAGE COLLECTIONS	93.20	698.84	5,000.00	4,301.16	13.98
620-00-59832-000-000	MAINT COLLECTION SYSTEM PUMP	0.00	7,132.81	20,000.00	12,867.19	35.66
620-00-59833-000-000	MAINT TREATMENT/DISPOSAL PLANT	3,380.85	9,582.29	20,000.00	10,417.71	47.91
620-00-59833-001-000	MAINT TREATMENT/DISPOSAL PLANT	0.00	0.00	0.00	0.00	0.00
620-00-59834-000-000	MAINT GENERAL PLANT STRUCTURE	0.00	0.00	9,000.00	9,000.00	0.00
620-00-59834-001-000	MAINT GENERAL PLANT STRUCTURE	0.00	0.00	0.00	0.00	0.00
620-00-59835-000-000	MAINT OF METERS	301.92	1,823.72	7,398.00	5,574.28	24.65
620-00-59840-000-000	BILLING, COLLECTING & ACCTG	2,833.25	11,142.48	34,000.00	22,857.52	32.77
620-00-59842-000-000	METER READING	923.53	3,016.49	10,727.10	7,710.61	28.12
620-00-59850-000-000	ADMIN & GENERAL SALARIES	0.00	486.00	13,915.00	13,429.00	3.49
620-00-59851-000-000	OFFICE SUPPLIES & EXPENSES	314.47	1,668.56	10,000.00	8,331.44	16.69
620-00-59852-000-000	OUTSIDE SERVICES EMPLOYED	0.00	3,016.72	5,000.00	1,983.28	60.33
620-00-59852-001-000	OUTSD SERV.-TEST/SLUDGE HAUL	95.00	514.27	60,000.00	59,485.73	0.86
620-00-59852-002-000	OUTSD SERV.-PHOSPHOROUS	0.00	0.00	0.00	0.00	0.00
620-00-59853-000-000	INSURANCE EXPENSE	0.00	3,786.71	7,500.00	3,713.29	50.49
620-00-59854-000-000	EMPLOYEE PENSIONS & BENEFITS	3,729.24	27,445.83	66,726.06	39,280.23	41.13
620-00-59855-000-000	REGULATORY COMMISSION	0.00	0.00	0.00	0.00	0.00
620-00-59856-000-000	MISC. GENERAL EXPENSE	248.88	1,131.86	5,000.00	3,868.14	22.64
OTHER FINANCING USES		76,877.12	274,288.71	1,028,950.35	754,661.64	26.66
Total Expenses		76,877.12	274,288.71	1,028,950.35	754,661.64	26.66
Net Totals		-10,752.01	11,279.43	3,670.07	-7,609.36	307.34

TOMAHAWK MUNICIPAL SEWER UTILITY

Budget Narrative

REVENUES

620-00-44190-000-000 **INTEREST AND DIVIDEND INTEREST**
Interest made on the account held at various financial institutions.

620-00-44191-000-000 **INTEREST SPECIAL ASSESSMENT**
Interest collected on special assessments.

620-00-44210-000-000 **MISCELLANEOUS NON-OPERATING INCOME**
Fees charged to septic haulers to dump at the waste water treatment plant and other miscellaneous income.

620-00-44210-001-000 **MISCELLANEOUS NON-OPERATING INCOME – DUMPING FEES**
Daily and annual fees for dumping station at the City Garage.

620-00-46211-000-000 **FLAT RATE SEWER**
This account shall include the billing for sewerage service rendered to residential, commercial, industrial and public authority purposes where the charge is not dependent in any way on the quantity of water delivered or metered effluent output but is based on residential equivalent units, diameter of service pipe, number of rooms, foot of frontage or other similar unit.

620-00-44621-000-000 **RESIDENTIAL SEWER**
Customers that have sewer service provided for residential or domestic purposes. Sale to multiple-dwelling buildings through a single meter serving three or more family units is classified as commercial.

620-00-44621-001-000 **MULTI FAMILY RESIDENTIAL SEWER**
Customers that have sewer service provided for residential or domestic purposes, has three or more dwelling units, and is served by a single meter. This classification also includes mobile home parks that are master metered. Mixed-use commercial properties, such as apartment mixed with retail, are classified as commercial.

620-00-44622-000-000 **COMMERCIAL SEWER**
Business entities and institutions (except governmental) that provide goods and services. Also, buildings comprised of multiple dwellings with three or more units served through a single meter. Churches and parochial school are not governmental and are classified as commercial.

620-00-44623-000-000 **INDUSTRIAL SEWER**
Those customers engaged in the manufacture or production of goods.

620-00-44624-000-000 **PUBLIC AUTHORITY SEWER**
An agency of the local, state or federal government, or a local, state, or federal entity. Since public schools are governmental, they are classified as public authority.

TOMAHAWK MUNICIPAL SEWER UTILITY

Budget Narrative

620-00-46350-000-000 MISCELLANEOUS OPERATING REVENUE

This account shall include revenues incidental to sewer operations not included in any of the foregoing accounts. This covers such items as fees and charges for changing, connecting and disconnecting service and profit on the sale of materials and supplies not ordinarily purchased of resale. This also includes the proceeds of the sale of the waste water truck to the Water Department.

TOMAHAWK MUNICIPAL SEWER UTILITY

Budget Narrative

EXPENSES

620-00-59081-000-000 TAXES – FICA

The Social Security rate for 2017 is 7.65%

620-00-59403-000-000 DEPRECIATION

The depreciation rate is calculated at the time of the audit.

620-00-59427-000-000 PRINCIPAL ON DEBT

Principal payments for:

S. Tomahawk Reconstruct	13,425.00
River Crossing/N 4 th St (North of Bridge)	195,000.00
<u>Clean Water Fund</u>	<u>126,894.63</u>
Total	\$336,341.76

620-00-59431-000-000 INTEREST ON DEBT

Interest payments for:

S. Tomahawk Reconstruct	1,223.89
River Crossing/N 4 th St (North of Bridge)	80,737.51
<u>Clean Water Fund</u>	<u>73,304.48</u>
Total	\$155,265.88

620-00-59820-000-000 OPERATION AND SUPERVISION LABOR

This account shall include the cost of supervision and labor incurred in the operation of those plant facilities classified as collecting systems, collecting system pumping installations and treatment and disposal plant. (Approx. 5000 hours)

620-00-59821-000-000 POWER AND FUEL FOR PUMPING

This account shall include the cost of electric power and the cost of fuel purchased for use in the operation of pumping facilities located on the collecting system and at the sewage treatment and disposal plant.

620-00-59825-000-000 SLUDGE CONDITIONING CHEMICALS

Includes the cost of chemicals used in the sewage treatment process to condition sludge for dewatering.

620-00-59827-000-000 OTHER OPERATING SUPPLIES AND EXPENSES

Costs of supplies used and expenses incurred in the operation of collection system, collecting system pumping installations and the treatment and disposal plant.

TOMAHAWK MUNICIPAL SEWER UTILITY

Budget Narrative

620-00-59828-000-000 TRANSPORTATION EXPENSES

Materials used, and expenses incurred in the operation and maintenance of general transportation equipment of the utility. This includes \$7,526 for a Level winder, 3000 PSI Wash-down Gun and Bulldog Anti-blast for the vac-con.

620-00-59831-000-000 MAINTENANCE OF COLLECTION SYSTEM

Cost of labor employed (200 hours), materials used, and expenses incurred in repairing and maintaining the sewer collection system of mains and laterals.

620-00-59832-000-000 MAINTENANCE OF COLLECTION SYSTEM PUMPING EQUIP

Materials used, and expenses incurred in repairing and maintaining the sewer collection system pumping station. This includes \$13,605 for pump replacement at the Veterans Memorial Park lift station and \$5,000 for repairs a replacement of the header rails at the DNR lift station.

620-00-59833-000-000 MAINTENANCE OF TREATMENT AND DISPOSAL PLANT EQUIP

Materials used, and expenses incurred in repairing and maintaining treatment and disposal plant equipment. This includes \$10,000 for digester mixing pump and \$5,000 for drive gear inspection for 1 and 2 clarifiers.

620-00-59834-000-000 MAINTENANCE OF GENERAL PLANT STRUCTURE AND EQUIP

Materials used, and expenses incurred in repairing and maintaining general plant buildings and equipment in operating condition. (Lawn mower \$6,000 for automatic gate openers and \$3,000 for a grit pad pump)

620-00-59835-000-000 MAINTENANCE OF METERS

Cost of labor employed (300 hours), materials used, and expenses incurred in repairing and maintaining the meters.

620-00-59840-000-000 BILLING, COLLECTING AND ACCOUNTING

Wages of employees, supplies used, and expenses incurred in customer billing and accounting work, collecting customer bills and miscellaneous work incurred in connection with customer accounting and collecting. (\$2,701.38/month due to the City and \$125/month for billing postage)

620-00-59842-000-000 METER READING

A portion of the costs associated with reading meters. Approximately 435 hours.

620-00-59850-000-000 ADMINISTRATION AND GENERAL SALARIES

Salaries of officers of the utility and the portion of the salaries of employees engaged in the general office not chargeable directly to any of the preceding accounts.

620-00-59851-000-000 OFFICE SUPPLIES AND EXPENSES

Cost of office supplies used and expenses incurred in connection with general and administrative functions.

TOMAHAWK MUNICIPAL SEWER UTILITY

Budget Narrative

620-00-59852-000-000 OUTSIDE SERVICES EMPLOYED

Fees and expenses of professional consultants and others for general services, which are not applicable to a particular operating function nor to other accounts.

620-00-59852-001-000 OUTSIDE SERVICES EMPLOYED – TEST/SLUDGE HAULING

Fees and expensed for the testing and hauling of sludge.

620-00-59853-000-000 INSURANCE EXPENSE

Cost of insurance. This includes Worker's Compensation Insurance and "No Fault Sewer Backup" Insurance.

620-00-59854-000-000 EMPLOYEE PENSION AND BENEFITS

Employee benefits.

620-00-59855-000-000 REGULATORY COMMISSION EXPENSES

Costs associated with the regulatory commission.

620-00-59856-000-000 MISCELLANEOUS GENERAL EXPENSES

Cost of expenses incurred in connection with the general management of the utility not provided for elsewhere.

City of Tomahawk, Wisconsin

Capital Improvement Plan

2017 thru 2021

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Sewer Fund								
Vac-Con Add-Ons	WW-17-001	1	7,526					7,526
Memorial Park Lift Station	WW-17-002	1	13,605					13,605
WWTP Gate Openers	WW-17-003	1	6,000					6,000
Digester Mixing Pump	WW-17-004	1	10,000					10,000
DNR Lift Station	WW-17-005	1	5,000					5,000
1 and 2 Clarifiers	WW-17-006	1	5,000					5,000
Grit Pad Pump	WW-17-007	1	3,000					3,000
Sewer Fund Total			50,131					50,131
GRAND TOTAL			50,131					50,131

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 *thru* 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life
 Category Equipment: Miscellaneous
 Priority 1 Critical

Project # WW-17-001
 Project Name Vac-Con Add-Ons

Description Total Project Cost: \$7,526
 Vac-Con Auto Levelwinder
 3000 PSI Washdown Gun
 Bulldog Antiblast (Designed specifically to prevent blowing toilets during maintenance of the collection system)

Justification

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	7,526					7,526
Total	7,526					7,526

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	7,526					7,526
Total	7,526					7,526

Budget Impact/Other

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 thru 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life 20 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-002
 Project Name Memorial Park Lift Station

Description Total Project Cost: \$13,605
 Pump replacement (L.W. Allen Fairbanks Pump)

Justification
 This is the main lift station for the waste water utility. Current pumps are undersized and failing. Pumps have been rebuilt in the past.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	13,605					13,605
Total	13,605					13,605

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	13,605					13,605
Total	13,605					13,605

Budget Impact/Other
 620-00-59832-000-000 Maint Collection System Pump

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 *thru* 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Improvement
 Useful Life 10 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-003
 Project Name WWTP Gate Openers

Description Total Project Cost: \$6,000
 Two Liftmaster gate openers to be installed by WWTP Staff.

Justification
 Currently the gates do not have auto-gate openers.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	6,000					6,000
Total	6,000					6,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	6,000					6,000
Total	6,000					6,000

Budget Impact/Other
 620-00-59834-000-000 Maintenance General Plant Structure

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 thru 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life 20 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-004
 Project Name Digester Mixing Pump

Description Total Project Cost: \$10,000
 Rebuild or replace vaugn mixing pump. This equipment mixed the processed sludge prior to going into storage for land application.

Justification
 Currently mixing pump is over 20 years old and has a seal leaking. Options to rebuild will be explored.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	10,000					10,000
Total	10,000					10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	10,000					10,000
Total	10,000					10,000

Budget Impact/Other
 620-000-59833-000-000 Maintenance Treatment/Disposal Plant

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 *thru* 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life 15 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-005
 Project Name DNR Lift Station

Description Total Project Cost: \$5,000
 Repair lift rails and repair or replace leaking header.

Justification
 The rails that you slide the submersable pump down into the wet well is rusted and needs replacing. The header (piping) is leaking.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	5,000					5,000
Total	5,000					5,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	5,000					5,000
Total	5,000					5,000

Budget Impact/Other
 620-00-59832-000-000 Maint Collection System Pump

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 thru 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life 20 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-006
 Project Name 1 and 2 Clarifiers

Description Total Project Cost: \$5,000
 Drive gear inspection for 1 and 2 final clarifiers. Plan of repair if needed.

Justification
 Clarifiers were painted and all rubber seals replaced as part of the 2015 upgrade. Drivers were not addressed.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	5,000					5,000
Total	5,000					5,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	5,000					5,000
Total	5,000					5,000

Budget Impact/Other
 620-00-59833-000-000 Maintenance Treatment/Disposal Plant

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 thru 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life 20 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-007
 Project Name Grit Pad Pump

Description Total Project Cost: \$3,000
 Pump for the grit pad. This pumps the grit from the pad to the plant head works.

Justification
 Currently we do not have the equipment to pump the grit.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	3,000					3,000
Total	3,000					3,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	3,000					3,000
Total	3,000					3,000

Budget Impact/Other
 620-00-59834-000-000 Maintenance General Plant Structure